NOTICE OF PROPOSED CLASSIFICATION ACTIONS BY
THE HUMAN RESOURCES DIRECTOR

The following actions are being posted in accordance with Civil Service Rule 109. In the absence of a protest addressed to the Human Resources Director, the proposed changes will become final seven (7) calendar days from the posting date.

Posting No: 25
Fiscal Year: 2015/2016
Posted Date: 09/10/2015
Reposted Date: N/A

AMEND THE FOLLOWING JOB SPECIFICATION(S):
(Job specification(s) attached.)

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<th>Item #</th>
<th>Job Code</th>
<th>Title</th>
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<td>1</td>
<td>1760</td>
<td>Offset Machine Operator</td>
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Protests on an item should be addressed to the Human Resources Director and can be submitted by mail to the City and County of San Francisco, Department of Human Resources, 1 South Van Ness Ave, 4th Floor, San Francisco, CA 94103 or by email to DHR.ClassificationActionPostings@sfgov.org. All protests must be received in writing no later than close of business seven (7) calendar days from the posting date, and must include the posting and item number(s), the basis on which the protest is submitted and identify the affected parties.

For additional information regarding this proposed classification action, please contact Rich David, Senior Classification and Compensation Analyst, at (415) 557-4965 or by email at Rich.David@sfgov.org.


cc:  All Employee Organizations
     All Departmental Personnel Officers
     DHR – Class and Comp Unit
     DHR – Client Services Unit
     DHR – Employee Relations Unit
     DHR – Recruitment and Assessment Unit
     DHR – Client Services Support Services
     Micki Callahan, DHR
     Michael Brown, CSC
     Sandra Eng, CSC
     Maria Newport, SFERS
     Risa Sandler, Controller/Budget Division
     Devin Macaulay, Controller/ Budget Division
     Theresa Kao, Controller/ Budget Division
     Drew Murrell, Controller/ Budget Division
     Alex Koskinen, Controller/ Budget Division
     E-File
INTRODUCTION

Under direct supervision, operates multiple head offset duplicating machines and other related printing, bindery and finishing equipment for the reproduction of varied camera-ready originals.

DISTINGUISHING FEATURES

Class 1760 Offset Machine Operator is the journey-level class of the series. This class is distinguished from Class 1762 Senior Offset Machine Operator in that the latter also performs supervisory functions.

SUPERVISION EXERCISED

NONE

MAJOR, IMPORTANT, AND ESSENTIAL DUTIES

According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive list.

1. Operates, sets up and adjusts offset duplicating machines and other related printing equipment such as high speed copier, bindery and finishing equipment such as high speed copier machines, collators, and folding machines, etc., according to copy specifications and for different sized and weights of stock to produce printed materials; balances mixture of ink and fountain solution to proper consistency.

2. Maintains machines in good working order by cleaning, greasing and oiling; performs minor repairs when necessary; keeps work and storage areas orderly.

3. Preserves and files negatives, masters and printing plates.

4. Records and reports progress of work.

5. Controls inventory; may requisition material and supplies.

6. May perform printing-related clerical, bindery, finishing and other tasks.

7. Performs related duties and responsibilities as assigned.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: the operation of offset duplicating machines and other related printing equipment such as high speed copier, bindery and finishing equipment such as high speed copier machines, collators, and folding machines; safe operation of printing and related machinery, fire prevention, safe handling and disposal of chemicals and the maintenance of the work and
storage areas in an orderly manner; grades, weights and sizes of paper, kinds and uses of graphic art chemicals.

**Ability and Skill to:** communicate orally and in writing in an effective manner with repairmen, vendors and departmental personnel; prepare routine records and reports; read and understand written instructions such as operating manuals, requests for reproduction, etc.; interact tactfully, courteously, and diplomatically with other departmental personnel.

**Skill to:** identify and distinguish among grades, weights and sizes of paper, kinds and uses of graphic art chemicals; mix inks and solutions to proper color and consistency; make masters by and differentiate between direct exposure and burning methods; maintain equipment and perform minor repair procedures.

**MINIMUM QUALIFICATIONS**

These minimum qualifications establish the education, training, experience, special skills and/or license(s) which are required for employment in the classification. Please note, additional qualifications (i.e., special conditions) may apply to a particular position and will be stated on the exam/job announcement.

**Education:**

**Experience:**

**Experience and Training Guidelines:** Two years of recent experience in the operation of an offset machine and/or high speed digital production copier including bindery in a reprographic or production center environment.

**Special Requirements:** Essential duties require the following physical skills and work environment: physical effort and manual dexterity in the operation and maintenance of offset or other related equipment. May be required to perform heaving lifting of at least 50 pounds.

**License and Certification:**

NONE

**Substitution:**

**SUPPLEMENTAL INFORMATION**

**PROMOTIVE LINES**

1762 Senior Offset Machine Operator
Title: Offset Machine Operator
Job Code: 1760

ORIGINATION DATE: January 1, 1961

AMENDED DATE: July 23, 1999, 9/XX/15

REASON FOR AMENDMENT To accurately reflect the current tasks, knowledge, skills and abilities defined in the most recent job analysis conducted for this job code.

BUSINESS UNIT(S): COMMN SFMTA SFCCD SFUSD